

1

Medicaid and Specialized Transportation Services



Theresa Brown
Spotsylvania Public Schools

2

Overview

- Medicaid and FAMIS
- Covered Services
- Provider Requirements
- Documentation Requirements
- Bus Log Review
- School Division Experience
- Billable Rates and Procedure Code
- Cost Report – Audit Tool

3

Specialized Transportation

- Centers for Medicare and Medicaid Services (CMS) approved reimbursement of specialized transportation:
 - Provided by local education agencies/public schools
 - For children receiving Special Education and health related services; and
 - Who are enrolled in Medicaid or FAMIS.

4

Covered Services

- Non-emergency transportation provided by local education agency
- Special education transportation documented in student's IEP
- Reimbursed on days when the student receives a DMAS covered health related service
- Covered service must be in child's IEP
 - Covered service MUST be billed and paid
 - Does not include field trips

5

Covered Services cont.

- Meets the needs of the child when the child is unable to ride a "regular" school bus or school division car
- Coverage only for specialty adapted school bus
- "Regular" school bus or school division car is not covered.

6

Covered Services cont.

- Further clarification re: Specialty adapted school bus:
 - Does not include cars, vans, 4-wheel drive vehicles, etc.
 - Each modification has to be specific to that special education student.
 - Modification may include, but is not limited to, equipping bus with a ramp, lift, seat belts or car seats when a child in special education requires the adaptation or modification.

7

Covered Services cont.

Transportation is to enable the student to receive the following services which are billable to DMAS:

- Physical therapy
- Occupational therapy
- Speech language pathology
- Audiology

- Nursing
- Psychiatric, Psychology & Mental Health
- Personal Care and
- Medical Evaluations

8

Covered Services cont.

- Special education transportation costs do not include costs for the personal care assistant services on a bus.
- The aide on the bus may be billed under personal care assistant services for that child.
- Special education transportation may be billed in combination with the personal care assistant services.

9

Covered Services cont.

- The school division personnel or contractor must perform the following functions as part of the Medicaid requirement:
 - Determine the appropriate mode of transport and delivery (e.g. curb-to-curb or door-to-door delivery)
 - Assure compliance with driver and vehicle requirements

10

Covered Services cont.

- Develop and implement a bus log for Medicaid/FAMIS transportation -sample Bus Log may be found on the Department of Medical Assistance Services website:
<https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/ProviderFormsSearch>
- Provide administrative oversight of operations
- Protect recipient confidentiality
- Maintain adequate staff and facilities

11

Provider Requirements

- Drivers and vehicles must be employed through the school or have a contract with the school; and
- Meet applicable federal and state statutes and regulations for transporting students.

12

Cost-Based Reimbursement

- This is a cost-based reimbursement program
- While you have the clear definition of specialized transportation in your mind – let's discuss reporting these expenditures in your cost report

Cost-Based Reimbursement

- Report allowable expenditures for specialized transportation in the annual cost report
- Gather and track these expenditures throughout the year so that you're ready to go when it's time to file the cost report

Allowable Expenditures

- Cost of specialized buses
 - Payments to a bus company (for specialized buses only)
 - Acquisition of a specialized bus (which will be claimed as a capital expenditure)
 - Cost of fuel, insurance, maintenance and repairs

Allowable Expenditures

- Cost of drivers & maintenance staff
 - Salary and employer paid benefit costs for drivers and substitute drivers (related to specialized transportation only)
 - Salary and employer paid benefit costs for maintenance staff (related to specialized transportation only)

16

Allowable Expenditures

- All specialized transportation expenditures claimed for federal match in the cost report can only be claimed at the cost attributable to specialized transportation
- Cost Report training session will review options for identifying these costs appropriately, including allocation options

17

Interim Billing

- Interim billing for specialized transportation services is a requirement of cost-based reimbursement
- Claims must be submitted to MMIS for all qualified specialized transportation one-way trips
- The number of paid transportation claims is used in the cost settlement process

18

Documentation Requirements

- Transportation must be in the child's IEP.
- Each trip must be documented on a bus log.
 - Must include all information as on Transportation Log (DMAS 49) if developing your own log.
 - Recommend using DMAS 49
- Each trip must be documented by school personnel.

19

Documentation Requirements

- Documentation must include:
 - Student's name
 - Medicaid/FAMIS ID#
 - Date of service
 - Type of encounter: To/From

20

Documentation Requirements

- Staff documenting trip must observe student's arrival or departure on the bus.
 - Recommend daily documentation of trips
- Documentation of the DMAS billable direct service that the student receives on the day the transportation has been billed.

21

Bus Log Review

Bus Log Suggestions

- Create bus logs for each bus for the school year. Logs are updated and on DOE website each school year.
- Group sheets in Excel
 - Click the primary worksheet's tab
 - Hold down control key while you click the tabs for all desired worksheets
 - Release control key when finished – [GROUP] will be displayed in title bar
 - Whatever you type in first worksheet will appear in all grouped worksheets
 - To un-group – click on tab of worksheet not in group

Procedure Code, Unit and Rate

- Code: T2003
- Unit = per one-way trip
 - home to school;
 - from school or home to school contracted DMAS provider;
 - return trips

Procedure Code, Unit and Rate

- Schools receive federal match only
 - Medicaid/FMAP rate = 50%
 - Medicaid Expansion/FAMIS = 88%
- Schools responsible for general fund portion
 - Local / State dollars
- Interim Rate (maximum): \$7.00 per trip

28

Special Education Transportation

- Limit of 2 units per day
- Need to exceed limits?
 - Attach documentation of need to exceed limit
 - Follow attachment requirements for claims

29

Transportation Cost Report

- Transportation services are a specific section of the annual cost report
- Instructions are available on DMAS website
- Try to attend the cost report training session
- Bus Trip Spreadsheet can be found on the DMAS website and it is a great tool to help with the cost report
- Deadline for cost report submission: November 30

30

Transportation Cost Report

- School divisions are responsible for reporting allowable costs (which we talked about earlier) and total bus trip numbers
- Transportation Log is required – maintain this throughout the year to be ready to go at cost report time
- A summary report from the logs must be submitted with your cost report – strongly recommend using the Trip Recap report available on the DMAS website
http://www.dmas.virginia.gov/Content_pgs/pr-sbs.aspx

31

Transportation Cost Report

- Let's look at how the specialized transportation trip statistics are entered and used in the cost report so that the impact of reporting these statistics accurately is clear
- This is the most common place for errors with the transportation cost report – but there's no reason that it should be!

32

Transportation Cost Report

- There is only ONE NUMBER that needs to be reported from your trip log summary / Trip Recap report:
 - Total One-Way Trips by all students riding the specialized bus(es)
 - Count each one-way trip per student riding the bus, every time they ride the bus
 - Trip Recap report should support this number

33

Transportation Cost Report

- School Divisions report total count of one-way trips for all students, every time they ride the bus
- Cost Report automatically populated with Medicaid & FAMIS trip counts based on MMIS paid claims

Special Education (Exclusive) IEP Bus Trips from Logs

| | NUMBER | FINAL PERCENTAGE AS OF 3/31/2019 |
|---------------------------------|--------|--|
| Total Medicaid FAMIS And Other: | 29437 | |
| Medicaid: | 2909 | 9.88 % |
| Medicaid Expansion: | 29 | 0.10 % |
| FAMIS: | 0 | 0.00 % |

34

Cost-Based Reimbursement

- Total of all allowable costs of specialized transportation reported in the cost report
- Multiplied by percentage of total student one-way trips that were paid through MMIS
- Equals Gross Reimbursable Amount for specialized transportation

Allowable costs of Specialized Transportation

×

% of costs attributed to Medicaid/FAMIS

=

Gross Reimbursable Amount

35

Contact Information

UMMS:

Emily Hall or Zach Mitchell
 508-421-5855 508-856-7640
Emily.Hall@umassmed.edu
Zechariah.Mitchell@umassmed.edu

DOE:

Amy Edwards
 Medicaid Specialist
 804-692-0150
amy.edwards@doe.virginia.gov

DMAS website page that's dedicated to Medicaid school-based services:

<https://www.dmas.virginia.gov/#/medandadminreimbursement>

36

Questions?


